

Public Safety Facility Building Committee



MEETING MINUTES

DATE: 6/17/2021

PLACE: Remote meeting via Zoom

MEMBERS PRESENT: Garrity, Healey, MacAloney, Smallwood, Touchette, Jones, Murphy

GUESTS: Todd Costa and Sean Schmigle, Kaestle Boos Associates (KBA)
Mary Mahoney and Duclinh Hoang, Hill International (Hill)

The Chair called the duly noticed meeting to order at 7:03 pm.

Regular Members Robert Garrity, Chair, Paul Healey, Vice Chair, Bruce MacAloney, Donna Smallwood, and Andy Touchette were in attendance. Non-voting members Police Chief David Jones and Fire Chief Steve Murphy were in attendance. Town consultants, Todd Costa and Sean Schmigle from Kaestle Boos Associates, and Mary Mahoney and Duclinh Hoang from Hill International were also in attendance.

The Chair noted, for the record, that the proceedings were being recorded and asked that others who may wish to record the meeting announce this in order to inform others in attendance of the meeting.

Approval of minutes

The Chair noted that meeting minutes for May 27, 2021 should be amended to remove Donna Smallwood from the attendance list. Donna Smallwood made a motion to approve the May 6, 2021 minutes and May 27, 2021 meeting minutes as amended. Paul Healey seconded. Motion carried unanimously.

Report on kick-off meetings with Hill/KBA/HFD/HPD

The Chair reported forwarding minutes for a Fire Department Kick-off meeting on June 3, 2021 and Police Department Kick-off meeting on June 9, 2021 to committee and asking committee members to look through the minutes so to discuss progress with Hill and KBA. If there are any subjects that need immediate attention in this meeting or future meetings, it can be discussed with the building committee for resolution. The distribution of the minutes is to keep the committee updated on what is currently happening, what decisions are being made and why they are made. The Chair noted that conceptual drawings reviewed during the Fire Department and Police Department meetings were previously distributed to the committee for tonight's discussions which included a site plan, 1st floor plan, 2nd floor pan, and 3rd floor plan.

Mary Mahoney, Project Manager for Hill International, reported to the committee on the Fire Department kick-off meeting where Hill and KBA met with representatives from the Fire Department to reacquaint the team on the conceptual floor plans and building and site layout. During the meeting the Fire Department suggested adjusting the apparatus bays to a 90 degree set up to allow for a more direct departure for ambulances and fire trucks without needing to move other vehicles. Chief Murphy explained the concept of 90 degree set up for apparatus bays. KBA is reviewing the suggested space adjustment. During the meeting, KBA reviewed each individual space including corridors with the team showing how the staff would move around the building. The team discussed public access and main lobby with direct adjacency to a first aid station, administration and training space needs for the Fire Department, and signage to keep the public out of the apparatus bays.

Ms. Mahoney also reported on the Police Department kick-off meeting noting that similar to the Fire Department meeting, the team went through the conceptual site and floor plans with focus on Police Department spaces and special needs. The meeting included discussion on the impact a change to 90 degree apparatus bays for the Fire Department may have on 2nd floor layout and room adjacencies, with a determination that there should be minimal impact to Police Operations space layout. The team reviewed the sally port and holding cell areas at the lower level with the Police Department noting that it would be beneficial to have the outdoor storage rooms currently shown on the second floor located in close proximity to the sally port. 1st floor plan review also included holding cell counts and cell group set up to allow flexibility in use while providing separation between population types. The locker rooms are sized to provide some staff expansion and are laid out to allow some flexibility of the space. Lockers size was confirmed. At the 2nd floor, the team discussed office department assignments, size, and supporting work areas, layout and location of interview rooms, location for the animal control office, canine office, storage areas and public lobby. The 3rd floor review included layout of the Police Department administration suite with discussion on a need for a waiting room and for proximity of the administration suite space to the elevator and elevator proximity to the main entry lobby to minimize public travel through the Police Department spaces and to provide security and control. Ms. Mahoney reported that both departments noted the importance of separation and control for each department's spaces.

Discussion re: to consider designation of Committee Member(s) as liaison to the Committee for various categories of items that arise during design

The Chair reminded committee members of discussions at the last meeting regarding liaison for the Committee during design meetings. The Chair reported that Mr. Healey had volunteered to be a liaison for the Police Department and Mr. Lauter volunteered to be liaison for the Fire Department. Ms. Mahoney noted that by having building committee members attend design meetings it allows for clear understanding of discussions during the design, why decisions were made, and provides background to explain layout and costs considerations during the design process.

Discussion re: process for Committee administrative actions, such as invoices, additional services requests, project budget, and preparation of meeting agendas and minutes

The Chair reviewed Committee administrative duties regarding contracts and invoices and requested that Hill review how the process shall be managed. Ms. Mahoney noted all invoices, purchase orders, contracts and contract amendments shall be process through Hill to allow for budget tracking of project commitments and expenditures. Hill will provide recommended action for Committee consideration. Hill will work with Town Departments during procurement and contract process and provide documentation to process invoices. The process will be the same for General Contractor contract, invoices, and changes orders. Hill will report to the committee on contracts, invoices, change orders, and budget. Invoices will be processed once a month.

The Chair noted that the project budget should include funding approved for feasibility study and carry over as available funds to the project any moneys not previously committed to contracts. Mr. Frey reported that funding appropriation and commitment documentation will be forwarded to Hill for formulating its total project budget.

Discussion with representative(s) of the Energy Action Committee (EAC)

Brad Moyers, 36 Wanders Drive, joined by Michael Reive and Mark Lebel, all members of the Energy Action Committee reported to the committee on the mission of Energy Action Committee and offered its assistance with understanding climate action policies and measures to promote efficient use of energy and reduce adverse environmental impact in the Town. Mr. Moyers noted the role of the EAC would be to help support and drive energy efficiency for the Public Safety Building as well as to seek funds or grant opportunities for the project. Committee discussion ensued regarding the preliminary nature of current building design and options to be considered related to energy efficiency in building systems and assemblies and future operation expense.

Next meeting

Thursday, July 8, 2021 at 7 P.M.

Bruce MacAloney motioned to adjourn the meeting, seconded by Paul Healey.

The motion passed unanimously

The meeting adjourned at 9:30 pm

